



DHS Upload Appeal Initiation Documents

1

Click **View eROPs and Upload Supporting Documents**; enter the A-Number; and click **Search** to find the eROP for the applicable case.

2

Select the appropriate eROP and click the **Upload** button.

3

A pop-up window opens. Select **File Appeal at BIA**. Select the Immigration Judge decision you are appealing.

4

Select the **Document Category** and then the **Document Subcategory**.

5

Click the **Browse** button. Select the EOIR-26 file, then click the **Upload** button.

NOTE: Documents must be 25MB or less (Format – PDF, JPG, or JPEG only)

6

If the file contains a virus, a message appears indicating a different file must be uploaded. Otherwise, an upload success message appears and the document awaits EOIR review.

7

After EOIR review, document status is updated and available by clicking **View My Uploads**.

View and Download Electronic Records of Proceedings (eROPs)*

2

Click the **View Document** button to view the desired document.

NOTE: Documents appear on the eROP only after they have been accepted by EOIR.



View
Document

3

Click the **Download** button. It turns gray as the request is processed. When the eROP is ready, the **Download** button turns green. The file is available for 24 hours.



Request
Download



Request
in Process



Download
Available

4

Click the green **Download** button to download the eROP. Save the file to the desired location, and open the eROP file.

1

On the **View eROPs and Upload Supporting Documents** screen, click **Select** to view the list of eROP documents.

* DHS ICE OPLA users will have the ability to request a downloaded copy of an eROP in the individual case details in the DHS Portal.



DHS Upload Supporting Appeal Documents

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
DHS Portal

View eROPs and Upload Supporting Documents

Enter an Alien Number to search for existing eROPs. Please add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678).

For an existing eROP, you can view existing documents, download individual documents, download the entire eROP, and upload supporting documents.

Alien Number: [Search by Alien Number] [Search]

Select	Actions	Alien Number	Alien Name	Initiation Date	eROP ID	eROP Type	Case Type	Base City	Case Status
<input checked="" type="radio"/>		[Redacted]	[Redacted]	12/04/2020	[Redacted]	Merit	RMV	ATL	Pending

Action: Appeal/MTR Filed Date: 12/04/2020, Appeal Type: Case Appeal, Base City: ATL

1

Click **View eROPs and Upload Supporting Documents**; enter the A-Number; and click **Search**.

2

Cases that have appeals are displayed as subsection to the eROP in the Alien eROPs section. A triangle appears to the left of the “Select” field.

Click the **Triangle** button to display the appeal section, and then click the **Upload** button for the appropriate appeal.

Upload Document

Upload documents to the following court case

View Court Document Types

☐ File Document at Court ☒ File Appeal at BIA

Alien Number: [Redacted] Case Type: Removal Charging Document Date: 12/04/2020

Step 1 - Select UJ Decision

Select the immigration judge decision you are appealing.

Select	Description	Decision	Decision Date	Base City
<input type="radio"/>	The Removal proceeding before the UJ	This case is pending.	-- N/A --	ATL
<input checked="" type="radio"/>	The Removal proceeding before the UJ	The immigration judge ordered removal.	12/04/2020	ATL

Step 2 - Enter Appeal Document Details

*Document Category: EOIR-26, Appeal a Decision by an Immigration Judge

*Document Subcategory: Case Appeal

*File Name: [Browse...] No file selected.

Cancel Upload

3

A pop-up window opens. Select **File Appeal at BIA**, and select the immigration decision you are appealing. Select the **Document Category** and then the **Document Subcategory**.

4

Click the **Browse** button. Select a file to upload.

NOTE: Documents must 25MB or less (Format – PDF, JPG, or JPEG only)

5

Click the **Upload** button to submit the file.

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

View My Uploads

The following table lists documents that have been uploaded. Search through the documents by entering an A-Number and/or making a selection from the Document Status drop-down list. Please add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678).

Search Form: Alien Number: [Redacted] Document Status: --Select Document Status-- [Search] [Clear Search]

Alien Number	Initiation Date	Document Filed For	File Name	Document Type	Filed Date	Filed At
[Redacted]	08/14/2020	Merit	I-862.pdf	I-862 Notice to Appear	08/26/2020	Court

6

If a virus is detected, a message appears indicating a different file must be uploaded. Otherwise, an upload success message appears and the document awaits EOIR review.

7

After EOIR review, document status is updated and available in **View My Uploads**.

View and Download Electronic Records of Proceedings (eROPs)*

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

View eROPs and Upload Supporting Documents

Alien eROPs

Select	Actions	Alien Number	Alien Name	Initiation Date	eROP ID
<input checked="" type="radio"/>		[Redacted]	[Redacted]	08/07/2020	[Redacted]

eROP Documents

Document Filters: ☒ View All ☐ Filed at BIA ☐ Filed at Court

Actions	Document Type	Filed Date	Filed At
	Transcript Certification Page	08/27/2020	[Redacted]

2

Click the **View Document** button to view the desired document.

NOTE: Documents appear on the eROP only after they have been accepted by EOIR.

View Document

3

Click the **Download** button. It turns gray as the request is processed. When the eROP is ready, the **Download** button turns green. The file is available for 24 hours.

Request Download Request in Process Download Available

4

Click the green **Download** button to download the eROP. Save the file to the desired location, and open the eROP file.

1 On the **View eROPs and Upload Supporting Documents** screen, click **Select** to view the list of eROP documents.

Upload Supporting Documents to a Lead with Riders

In consolidated cases involving family members, one family member is designated “Lead” while the others are designated “Riders”.

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

View eROPs and Upload Supporting Documents

Alien eROPs

Select	Actions	Alien Number	Alien Name	Initiation Date	eROP ID	eROP Type	Case Type	Base City	Case Status
<input checked="" type="radio"/>		[Redacted]	[Redacted]	10/23/2020	[Redacted]	Bond	REC	ATL	Pending

Action: Appeal/MTR Filed Date: 10/28/2020, Appeal Type: Bond Appeal, Base City: ATL

1

Click **View eROPs and Upload Supporting Documents**; enter the A-Number; and click **Search**.

2

Cases that have appeals are displayed as a subsection to the eROP section. A triangle appears to the left of the “Select” field.

Click the **Triangle** button to display the appeal section, and then click the **Upload** button for the appropriate appeal.

Upload Document

3

A pop-up window opens with all the riders associated with the A-Number. All riders will be selected by default. Select **File Document at BIA**.

4

Select the **Document Category** and then the **Document Subcategory**. Click the **Browse** button. Select a file to upload.

NOTE: Documents must be 25MB or less (Format-PDF, JPG, or JPEG only)

5

Click the **Upload** button. The document will be sent to the eROP of the lead and the eROP for each selected rider.

6

If the file contains a virus, a message appears indicating a different file must be uploaded. Otherwise, an upload success message appears and the documents awaits EOIR review.

Upload documents to the following BIA case

View BIA Document Types

☐ File Document at BIA ☒ File a Motion to Reopen or Reconsider at BIA

Alien Number: [Redacted] BIA Case Type: Bond Appeal Appeal/MTR Filed on Date: 10/28/2020

Riders Found for this A Number

The document will be associated to the selected riders.

☒ Select All Riders

Select	A Number	Initiating Date	Appeal Filed Date	Case Type
<input checked="" type="checkbox"/>	[Redacted]	10/24/2020	10/25/2020	Bond Appeal
<input checked="" type="checkbox"/>	[Redacted]	10/25/2020	10/27/2020	Bond Appeal

Enter Appeal Document Details

*Document Category: Legal Brief

*Document Subcategory: Supplemental Brief (BIA Requested)

*File Name: [Browse...] Supporting.pdf

Cancel Upload

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

View My Uploads

The following table lists documents that have been uploaded. Search through the documents by entering an A-Number and/or making a selection from the Document Status drop-down list. Please add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678).

Search Form: Alien Number: [Redacted] Document Status: --Select Document Status-- [Search] [Clear Search]

Alien Number	Initiation Date	Document Filed For	File Name	Document Type	Filed Date	Filed At
[Redacted]	08/14/2020	Merit	I-862.pdf	I-862 Notice to Appear	08/26/2020	Court

* DHS ICE OPLA users will have the ability to request a downloaded copy of an eROP in the individual case details in the DHS Portal.